

<b>Activity:</b>	<b>4.7 Develop Acceptance Test Plan</b>
<b>Responsibility:</b>	Project Team
<b>Description:</b>	<p>The Acceptance Test Plan is a description of the test activities planned for project acceptance. The Acceptance Test Plan should establish the testing necessary to validate that the project requirements have been met and that the deliverables are at an acceptable level in accordance with existing standards. The plan also assures that a systematic approach to acceptance testing is established and that the testing is adequate to verify the functionality of the software product.</p> <p>The complete set of system requirements and acceptance criteria form the basis for determining the overall approach to acceptance testing and the specific testing and examination methods. Features of the installation site and the software system affect how the software acceptance testing will be done. Unique arrangements may be necessary when the software cannot be completely installed and executed in a live environment. Multiple configurations may have to be distributed at several installation sites.</p> <p>When a new system is a replacement for one already in use, the acceptance test must assure the integrity of the users business operations while placing the replacement into operation. For example, the old system and the new system are used in parallel until complete functionality has been verified. In some cases, the acceptance process may take several months to assure that a complete business or accounting cycle has occurred. This concern will influence the approach to software acceptance testing.</p>
<b>Work Product:</b>	<p>Software acceptance testing must be documented carefully with traceability of test cases to the software requirements and acceptance criteria established by the system owner. As a minimum, the acceptance test plan should address the following requirements.</p> <ul style="list-style-type: none"><li>• Identification of the personnel involved in the acceptance test process and their testing responsibilities. If individuals outside of the project team perform acceptance testing, include the responsibilities and relationships of external test groups.</li><li>• Traceability of test designs and cases to software requirements.</li><li>• The objectives and constraints for each test.</li></ul>

***Work Product,  
continued:***

- Complete test cases and test procedures including inputs and expected outputs for each test case.
- Descriptions of error reporting, analysis, and resolution.
- Location(s) where testing will occur, the testing approach, type of facilities, and tester training.
- Acquisition of special purpose testing equipment, tools, and software.
- Resources and cost estimation to accomplish testing.

Place a copy of the draft Acceptance Test Plan in the Project File. The draft plan will be reviewed during the Software Integration and Testing Stage and delivered as a final document.

***Review Process:***

Conduct structured walkthroughs to assure the draft Acceptance Test Plan adequately describes all testing activities, test schedules, test products, test responsibilities, the testing methodology, and the required resources.